

Agency Name and #					
Division #	Division Name		Request *	Retention	Disposition *
Index #	RDA #	RDA Title	(* see Legend on last page)		

165-SAFETY & PROFESSIONAL SERVICES					
/014/	LEGAL SERVICES AND COMPLIANCE (DLSC)				
1	00106000.	DISCIPLINARY / FORMAL HEARING FILES - MEDICAL EXAMINING BOARD, PRIVATE DETECTIVES & PRIVATE SECURITY, AND NURSING HOME ADMIN.	Amendment	EVT+10	SHSW
/105/	EXAMINATIONS				
2	00102000.	SCHOOL FILES - APPROVED SCHOOLS	Amendment	EVT+7	SHSW
3	00103000.	COMPLAINT FILES	Amendment	EVT+7	DEST
4	00104000.	WISCONSIN DIRECTORY OF AUTHORIZED PRIVATE POSTSECONDARY SCHOOLS	Amendment	EVT+0	DEST
5	00105000.	CLAIMS PROCEEDINGS FILES	Amendment	EVT+5	DEST
		Description revised.			
6	00107000.	STUDENT RECORDS FROM CLOSED SCHOOLS	Amendment	EVT+6	DEST
		Description and title revised and retention changed.			
7	00108000.	SCHOOL BOND FILES (ACTIVE)	Amendment	EVT+6	DEST
8	00109000.	CORRESPONDENCE FILES	Amendment	CR+2	DEST
9	00110000.	SCHOOL INFORMATION SUMMARY (ATTACHMENTS)	Amendment	EVT+4	DEST
		Description and title revised.			
10	00111000	STUDENT TRANSCRIPTS FROM CLOSED SCHOOLS	New	PERM	PERM
/250/	PROFESSIONAL CREDENTIAL PROCESSING (DPCP)				
11	00044000.	CREDENTIALING CASE FILES	Amendment	EVT+5	DEST
		Description and title revised.			
/400/	INDUSTRY SERVICES (DIS)				
12	00148000.	PLUMBING, SWIMMING POOL AND WATER ATTRACTION PLANS	Amendment	EVT+3	DEST
13	00149000.	PRIVATE SEWAGE SYSTEM PLANS	Amendment	EVT+3	DEST
14	00235000.	COMPLETION STATEMENTS	Amendment	EVT+3	DEST
15	00246000.	THREE YEAR BOILER, PRESSURE VESSEL, ETC., INSPECTION REPORTS	Amendment	EVT+6	DEST
		Description revised.			
16	00247000.	PUBLIC SAFETY OBJECTS CORRESPONDENCE FILES	Amendment	EVT+3	DEST
		Event revised.			
17	00248000.	SANITARY PERMITS	Amendment	EVT+3	DEST
		Description revised.			

245-WISCONSIN HISTORICAL SOCIETY					
18	00089000.	CALL SLIPS	Amendment	CR+10	DEST
		Description revised.			
19	00090000.	ANNUAL REGISTRATION FORMS	Amendment	CR+10	DEST

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255-PUBLIC INSTRUCTION				
/100/	LIBRARIES AND TECHNOLOGY			
20	00259000.	WISCONSIN PUBLIC LIBRARY SYSTEM PLANS	New	EVT+10
/200/	STUDENT AND SCHOOL SUCCESS			
21	00206000.	MCKINNEY - VENTO HOMELESS ASSISTANCE ACT GRANT FILES	Amendment	EVT+5
22	00261000.	ACHIEVEMENT GAP REDUCTION (AGR) PROGRAM	New	EVT+5
/500/	LEARNING SUPPORT			
23	00258000.	CIVIL RIGHTS COMPLIANCE MONITORING	New	EVT+6
		Disposition changed.		

285P-UW HOSPITALS & CLINICS				
/516502/	UWHC-EMPLOYEE HEALTH SERVICES			
24	00591000.	EMPLOYEE RECORDS A-Z	Amendment	EVT+30
		Confidential / Access Protected citation revised.		DEST

285W-UW SYSTEM ADMINISTRATION				
25	UWSA0100	BEHAVIORAL INCIDENT REPORTS	Not Approved	EVT+8
26	UWSA0101	BEHAVIORAL INCIDENT REPORTS RESULTING IN STUDENT AGREEMENTS WITH CONDITIONS	Not Approved	EVT+30
27	UWSA0102	BEHAVIORAL INCIDENT REPORTS RESULTING IN EXPULSION	Not Approved	PERM
28	UWSA0103	SEXUAL ASSAULT INCIDENT REPORT	Not Approved	PERM
29	UWSA0104	SEXUAL ASSAULT INCIDENT REPORT RESULTING IN EXPULSION	Not Approved	EVT+30
30	UWSA0105	1ST DEGREE SEXUAL ASSAULT INCIDENT REPORT	Not Approved	PERM
31	UWSA0106	HATE / BIAS INCIDENT REPORT DEATH OF VICTIM	Not Approved	PERM
32	UWSA0107	BEHAVIORAL DISCIPLINARY ACTION RECORDS	Not Approved	PERM
33	UWSA0108	BEHAVIORAL DISCIPLINARY ACTION RECORDS RESULTING IN STUDENT AGREEMENTS WITH CONDITIONS	Not Approved	EVT+8
34	UWSA0109	BEHAVIORAL DISCIPLINARY ACTION RECORDS RESULTING IN EXPULSION	Not Approved	EVT+30
35	UWSA0110	STUDENT BEHAVIOR INTERVENTION TEAM (BIT) CASE FILES	Not Approved	PERM
36	UWSA0111	STUDENT BEHAVIOR INTERVENTION TEAM (BIT) CASE FILES RESULTING IN STUDENT AGREEMENTS WITH CONDITIONS	Not Approved	PERM
37	UWSA0112	STUDENT BEHAVIOR INTERVENTION TEAM (BIT) CASE FILES RESULTING IN EXPULSION	Not Approved	EVT+8

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38	UWSA0200	DISABILITY STUDENT SERVICE CASE FILES	Not Approved	EVT+7	DEST
		Event revised.			
39	UWSA0201	DISABILITY SERVICE STUDENT CASE FILES - NOT PURSUED	Not Approved	EVT+2	DEST
40	UWSA0300	CHILD CARE CENTER CHILD FILES	Not Approved	EVT+3	DEST
		Event revised.			
41	UWSA0301	CHILD CARE CENTER CHILD FILES - NOT ENROLLED	Not Approved	EVT+1	DEST
42	UWSA0302	ATTENDANCE RECORDS	Not Approved	EVT+3	DEST
		Event revised.			
43	UWSA0303	CHILD CARE CENTER SCHEDULING	Not Approved	EVT+3 MOS	DEST
44	UWSA0304	CHILD CARE CENTER CHILD HEALTH RECORDS	Not Approved	EVT+3	DEST
45	UWSA0305	MENUS FOR MEALS AND SNACKS	Not Approved	EVT+3 MOS	DEST
46	UWSA0306	CHILD AND ADULT CARE FOOD PROGRAM (CACFP) RECORDS	Not Approved	EVT+5	DEST
47	UWSA0307	REPORTING AND DOCUMENTATION RECORDS FOR WISCONSIN DEPARTMENT OF CHILDREN AND FAMILIES (DCF)	Not Approved	EVT+1	DEST
		Event revised.			
48	UWSA0308	ADMINISTRATIVE RECORDS	Not Approved	EVT+3	DEST
49	UWSA0309	STAFF RECORDS	Not Approved	EVT+8	DEST
50	UWSA0310	STAFF DEVELOPMENT AND TRAINING RECORDS	Not Approved	EVT+8	DEST
51	UWSA0400	STUDENT GOVERNMENT ADMINISTRATIVE FILES	Not Approved	EVT+5	UW TRANS
52	UWSA0401	STUDENT GOVERNMENT LEGISLATIVE AND DELIBERATIVE RECORDS	Not Approved	EVT+10	UW TRANS
53	UWSA0402	STUDENT COURT JUDICIAL RECORDS	Not Approved	EVT+8	UW TRANS
54	UWSA0403	STUDENT COURT JUDICIAL RECORDS RESULTING IN EXPULSION	Not Approved	PERM	PERM
55	UWSA0404	STUDENT COURT JUDICIAL RECORDS RESULTING IN STUDENT AGREEMENTS WITH CONDITIONS	Not Approved	EVT+30	UW TRANS
		Event revised.			
56	UWSA0405	STUDENT GOVERNMENT FINANCIAL RECORDS	Not Approved	FIS+6	UW TRANS
57	UWSA0406	SEGREGATED FEE DOCUMENTATION	Not Approved	FIS+6	UW TRANS
58	UWSA0407	STUDENT GOVERNMENT PURCHASE REQUESTS	Not Approved	EVT+1	UW TRANS
59	UWSA0408	MEMBERSHIP LISTS	Not Approved	EVT+5	UW TRANS
		Event revised.			
60	UWSA0409	ORGANIZATION OFFICER AND ADVISER LISTINGS	Not Approved	EVT+6	UW TRANS
61	UWSA0410	STUDENT ORGANIZATION RECOGNITION FILES	Not Approved	EVT+6	UW TRANS
62	UWSA0500	ORGANIZATIONAL FINANCE OFFICER FILES	Not Approved	EVT+6	DEST
63	UWSA0501	ORGANIZATION OFFICER AND ADVISER LISTINGS	Not Approved	EVT+7	UW TRANS
64	UWSA0502	STUDENT ORGANIZATION RECOGNITION FILES	Not Approved	EVT+6	UW TRANS

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65	UWSA0600	RECREATION RECORDS	Not Approved	EVT+1	DEST
66	UWSA0601	STUDENT TRIP FILES	Not Approved	EVT+3	DEST
67	UWSA0700	LIABILITY WAIVER	Not Approved	EVT+1	DEST
		Event revised.			
68	UWSA0800	ON-CAMPUS FEE WAIVER FORM	Not Approved	EVT+5	DEST
		Retention changed.			
292- WI TECHNICAL COLLEGE SYSTEM					
69	00019000.	PROGRAM APPROVAL DOCUMENTS	Amendment	EVT+3	DEST
		Description revised.			
395-TRANSPORTATION					
	WISCONSIN TITLE AND REGISTRATION PROCESSING PROGRAM RECORDS				
70	00022000.	VEHICLE RECORD CERTIFICATION & VERIFICATION	Amendment	EVT+5	DEST
71	00043000.	JUNKED AND RETURNED VEHICLE TITLES	Amendment	EVT+1	DEST
		Description and event revised and retention changed.			
72	00044000.	DISABLED VETERANS LICENSE PLATES APPLICATIONS	Amendment	EVT+5	DEST
73	00045000.	DISABLED PARKING IDENTIFICATION CARD APPLICATIONS	Amendment	EVT+5	DEST
74	00210000.	FICTITIOUS VEHICLE REGISTRATION CONTACT FILE	Amendment	EVT+5	DEST
75	00231000.	TRAFFIC VIOLATION & REGISTRATION PROGRAM (TVRP) CASE FILE	Amendment	EVT+5	DEST
76	00951000.	VEHICLE INFORMATION BULK FILES	New	EVT	DEST
	UTILITY COORDINATION PROGRAM				
77	00224000.	UTILITY COORDINATION FILES	Amendment	EVT+6	DEST
78	00224B00.	COMPLIANCE REVIEW REPORTS	Amendment	EVT+6	DEST
79	00226000.	TRANSPORTATION UTILITY MANAGEMENT SYSTEM (TUMS) UTILITY COMPANY INVENTORY DATA	Amendment	EVT	DEST
80	00226A00.	TRANSPORTATION UTILITY MANAGEMENT SYSTEM (TUMS) UTILITY COORDINATION PROJECT TRACKING DATA	Amendment	EVT+6	DEST
	DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM				
81	00258000.	DISADVANTAGED BUSINESS ENTERPRISE (DBE) FIRM CERTIFICATION FINANCIAL RECORDS	Amendment	EVT+3	DEST
82	00259000.	PRIME CONTRACTOR DBE FIRM REPLACEMENT REQUESTS	Amendment	EVT+6	DEST
83	00260000.	LIST OF DBE CERTIFIED FIRMS	Amendment	EVT	DEST
84	00261000.	DBE SUPPORT SERVICES AND CONSULTING INFORMATION / MATERIALS	Amendment	EVT+2	DEST
		Event revised.			

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85	00262000.	DISADVANTAGED BUSINESS ENTERPRISE (DBE) POLICY, PLANS, AND GOALS	Amendment	EVT+3	SHSW
86	00371000.	CERTIFIED DISADVANTAGED BUSINESS ENTERPRISE (DBE) FIRM FILES	Amendment	EVT+3	SHSW
87	00371A00.	INELIGIBLE DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM APPLICATIONS	Amendment	EVT+3	DEST
88	00976000.	DBE FIRM COMMERCIALY USEFUL FUNCTION (CUF) REVIEWS	New	EVT+6	DEST
		<i>TITLE VI & AMERICANS WITH DISABILITIES ACT COMPLIANCE PROGRAMS</i>			
89	00961000.	TITLE VI AND NONDISCRIMINATION COMPLAINT CASE FILES	New	EVT+1	DEST
90	00962000.	ADA COMPLIANT CASE FILES	New	EVT+5	DEST
91	00963000.	WISDOT ANNUAL TITLE VI / NONDISCRIMINATION IMPLEMENTATION PLAN AND ASSURANCES	New	EVT+5	DEST
92	00964000.	WISDOT TITLE VI / NONDISCRIMINATION ANNUAL WORK PLAN UPDATES AND ACCOMPLISHMENT REPORTS	New	EVT+5	DEST
93	00965000.	COMBINED TITLE VI / NONDISCRIMINATION IMPLEMENTATION PLANS AND ASSURANCES AND TITLE IV / NONDISCRIMINATION ANNUAL WORK PLAN UPDATES AND ACCOMPLISHMENT REPORTS	New	EVT+15	DEST
94	00966000.	FEDERAL-AID SUB-RECIPIENT COMPLIANCE RECORDS	New	EVT+5	DEST
95	00967000.	FEDERAL-AID SUB-RECIPIENT PROGRAM REVIEW RECORDS	New	EVT+5	DEST
96	00968000.	ADA SELF-EVALUATION AND TRANSITION PLAN	New	EVT+3	DEST
		Description, title, and event revised.			
97	00969000.	WISDOT TITLE VI / NONDISCRIMINATION & ADA PROGRAMS COMPLIANCE REVIEWS AND CORRECTIVE ACTION PLANS	New	EVT+3	DEST
/300/		<i>STATE PATROL</i>			
98	00501000.	TRAFFIC CRASH REPORTS	Amendment	EVT+5	DEST
99	00502000.	MOTORIST ASSIST REPORTS	Amendment	EVT+1	DEST
100	00503000.	OFFENSE / INCIDENT REPORTS	Amendment	EVT+10	DEST
101	00507000.	DSP UNIFORMED PERSONNEL VACATION REQUESTS / APPROVALS	Amendment	EVT+1	DEST
		PII response revised.			
102	00511000.	WISCONSIN UNIFORM TRAFFIC CITATIONS (UTC)	Amendment	EVT+10	DEST
103	00512000.	TRAFFIC WARNINGS / EQUIPMENT VIOLATION NOTICES	Amendment	EVT+10	DEST
104	00513000.	PARENT NOTIFICATION LETTERS INVOLVING JUVENILES	Amendment	EVT+10	DEST
105	00515000.	PROPERTY REPORTS / RECEIPTS	Amendment	EVT+5	DEST
106	00516000.	OPERATING WHILE IMPAIRED (OWI) RECORDS	Amendment	EVT+10	DEST
107	00519000.	ESCORT SERVICE REPORTS	Amendment	EVT+3	DEST
108	00522000.	WARRANT RECORDS	Amendment	EVT+10	DEST
109	00526000.	SPEEDOMETER CERTIFICATIONS	Amendment	EVT+10	DEST

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110	00527000.	AIRCRAFT REPORT FILE	Amendment	EVT+1	DEST
111	00536000.	VEHICLE IDENTIFICATION REPORTS	Amendment	EVT+3	DEST
112	00624000.	PURSUIT REPORTS	Amendment	EVT+10	DEST
		Confidential / Access Protected citation revised.			
113	00940000.	EVIDENTIARY AUDIO AND VIDEO RECORDINGS	New	EVT+120 DAYS	DEST
		Description revised.			
114	00941000.	NON-EVIDENTIARY AUDIO AND VIDEO RECORDINGS	New	EVT+3 DAYS	DEST
115	00942000.	INVESTIGATION CASE FILES	New	EVT+50	DEST
		Description revised and retention changed.			

410-CORRECTIONS					
116	00121000.	INMATE COMPLAINT REVIEW SYSTEM RECORDS	Amendment	EVT+7	DEST
117	00235000.	PRISON RAPE ELIMINATION ACT (PREA) CASE FILE	Amendment	EVT+5	DEST
		Event revised.			
118	00236000.	PRIVACY BREACH INCIDENT CASE FILE	New	EVT+7	DEST
119	00347000.	SPRITE PARTICIPANT CARD CATALOG	Amendment	CR+7	DEST

435-HEALTH SERVICES					
/216/	<i>DCTS - CENTRAL WISCONSIN CENTER</i>				
120	00952000.	BEHAVIOR TREATMENT PROGRAM DATA	Amendment	EVT+8	DEST
		Description and event revised.			

437-CHILDREN & FAMILIES					
121	00682B00.	LICENSING FILES - PURGED MATERIAL	Amendment	EVT+1	DEST

445-WORKFORCE DEVELOPMENT					
/180/	<i>ASD GENERAL SERVICES</i>				
122	00199000.	REED ACT (FEDERAL) BUILDING DATA	Amendment	EVT+4	DEST
/500/	<i>VOCATIONAL REHABILITATION</i>				
123	00270000.	AGREEMENTS WITH STATEWIDE SERVICE PROVIDERS, CONTRACTS, MEMORANDUMS OF UNDERSTANDING (MOU'S) AND MEMORANDUMS OF AGREEMENT	Renewal	EVT+4	DEST
124	00306000.	CLIENT RECORDS - ELECTRONIC (ALSO KNOWN AS IRIS, INTEGRATED REHABILITATION INFORMATION SYSTEM)	Renewal	EVT+7	DEST
125	00330000.	FEDERAL REPORTING	Renewal	EVT+7	DEST

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126	00426000.	BUSINESS ENTERPRISE PROGRAM (BEP) CASE FILE	Amendment	EVT+7	DEST
/750/	WORKFORCE TRAINING				
127	00345000.	WISCONSIN'S WAGE RECORD INTERCHANGE SYSTEM (WRIS)	Renewal	CR+5	DEST
128	00429000.	STATE PLAN FOR WIOA PROGRAM	Renewal	CR+10	SHSW
		Description revised.			
129	00431000.	WIOA ANNUAL REPORTS	Renewal	CR+10	SHSW
		Description revised.			
130	00433000.	PROGRAM PARTICIPANT CASE RECORDS	Amendment	EVT+7	DEST
131	00434000.	PROGRAM PARTICIPANT COMPLAINTS	Renewal	EVT+3	DEST
132	00435000.	WIOA PROGRAM POLICY AND PROCEDURES	Renewal	EVT+7	DEST
133	00487000.	WIOA MONITORING	Amendment	EVT+7	SHSW
/760/	JOB SERVICE				
134	00291000.	TRADE ADJUSTMENT ACT PROGRAM PARTICIPANT FILES	Amendment	EVT+7	DEST

485-VETERANS AFFAIRS					
/001/	VETERANS BENEFITS - VETERANS BENEFITS RESOURCE CENTER				
135	00015000.	DEPARTMENT OF DEFENSE RECORD OF DISCHARGE	Amendment	PERM	PERM

566-REVENUE					
/8421/	LOTTERY				
136	00397000.	DRAWING FILES / DAILY & WEEKLY REPORTS	Amendment	CR+2	DEST
137	00481000.	LOTTERY RETAILER ACCOUNTING REPORTS, FORMS AND LOGS	New	CR+2	DEST
138	00482000.	FORMS, REPORTS, FILES, LOGS AND NOTES	New	CR+2	DEST

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COUNTIES AND OTHER LOCAL UNITS OF GOVERNMENT

Wisconsin Stat. § 16.61(3)(e) allows, but does not require, the Board to establish a minimum retention period for any record of a local unit of government. To do so, the document submitted by the local government for Board review must be sufficiently clear for the Board to understand the nature of the document and the requested retention period. However, any Board approval is limited to the retention period and does not cover any other aspect of the documents submitted, such as any accompanying local ordinance.

MUNICIPALITIES

/013251/	CITY OF MADISON				
/08/	MAYOR				
139	MA000001.	MAYOR'S CORRESPONDENCE & GENERAL SUBJECT FILES	New	EVT+1	SHSW
140	MA000002.	MAYOR'S CALENDAR	New	EVT+1	SHSW
/13/	COMMUNITY SERVICE				
141	CS000001.	COMMUNITY RESOURCE FUNDING	Amendment	EVT+10	SHSW
142	CS000002.	CHILD CARE SECTION	Amendment	EVT+7	DEST
143	CS000003.	CHILD CARE ACCREDITATION	Amendment	EVT+7	SHSW
/26/	COMMUNITY DEVELOPMENT BLOCK GRANTS-CDBG				
144	CD000001.	REVENUE PROJECTS	Amendment	EVT+10	DEST
/041251/	CITY OF MILWAUKEE				
/130/	COMMON COUNCIL / CITY CLERK				
145	18-0060	RESEARCH FILES - ROUTINE MATTERS	New	EVT+7	DEST
146	18-0061	RESEARCH FILES - HISTORICALLY SIGNIFICANT	New	EVT+1	TRANS OTHER
/154/	DEPARTMENT OF ADMINISTRATION				
147	18-0049	ECO AGREEMENTS AND CONTRACTS	New	EVT+7	DEST
148	18-0050	GRANT FILES FEDERAL	New	EVT+4	DEST
149	18-0051	GRANT FILES - PHILANTHROPIC	New	EVT+3	DEST
150	18-0052	GRANT REPORTS - FINAL	New	CR+4	TRANS OTHER
151	18-0053	PACE PROGRAM FILES	New	CR+7	TRANS OTHER
152	18-0054	PACE APPLICATIONS - ACCEPTED	New	EVT+7	TRANS OTHER
153	18-0055	PACE APPLICATIONS - REJECTED	New	EVT+3	DEST
154	18-0056	DAVIS-BACON CONTRACTOR PAYROLL RECORDS	New	EVT+3	DEST
155	18-0057	CREDIT UNION REPORT RECORDS	New	EVT+5	DEST
/156/	CITY CLERK				
156	70-0043	ANNUAL REPORTS AND STATISTICS	Amendment	CR+1	TRANS OTHER
157	70-0046	ROUTINE CORRESPONDENCE	Renewal	FIS+7	DEST
158	70-0049	DESTRUCTION RECORD	Renewal	FIS+25	DEST

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159	70-0054	CHARGE OUT SLIPS	Amendment	EVT+3 MOS	DEST
160	74-0180	RECORD TRANSFER LIST	Amendment	CR+25	DEST
161	95-0199	VENDOR INFORMATION FILES	Amendment	EVT+2	DEST
162	99-8023	B.I. PREMISES MICROFILM CONTROL SHEETS	Renewal	EVT+1	DEST
<i>/191/</i>	<i>DEPARTMENT OF CITY DEVELOPMENT</i>				
163	18-0062	PROJECT GRANT FILES - MILWAUKEE ARTS BOARD	New	EVT+6	DEST
164	18-0063	NON-FUNDED GRANT FILES - MILWAUKEE ARTS BOARD	New	EVT+3	DEST
165	18-0064	1099-R TAX REPORTING	New	EVT+10	DEST
166	02-0023	ERS MEMBER HANDBOOK AND BROCHURES	Amendment	EVT+1	TRANS OTHER

Request and Disposition Legend

New: Submission has not been reviewed before

Amendment: Submission has changes from previous version

Renewal: Submission has no changes from previous version

Extension: Sunset date extension request

DEST: Destroy or Destroy Confidential

SHSW: Transfer to Wisconsin Historical Society

UW-TRANS: Transfer to UW Archives

TRANS OTHER: Transfer as noted on submission

PERM: Retain Permanently